

# Final Plat Checklist

## *City of Franklin Department of Planning and Sustainability*

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1. Applicants shall contact the Planning Department to schedule a Preapplication Conference. Applicants will be advised of the details of the review procedures and the number of sets of the plans to be submitted to the Planning Department. It shall be the responsibility of the Applicant to become familiar with the regulations, policies, and procedures of the City. At the Preapplication Conference, the Applicant shall designate one (1) contact person to work with the City for the duration of the project. **THIS SHALL BE THE PERSON RESPONSIBLE FOR THE QUALITY AND ACCURACY OF THE PLANS.**
2. Contact the Franklin Department of Planning and Sustainability:  
PO Box 305 Franklin, TN 37065-0305 Telephone: (615) 791-3212  
Micah Wood, Planning Supervisor (615) 550-6732  
Emily Hunter, City Planner (615) 550-6739  
Donald Anthony, City Planner (615) 550-6734  
Jon Langley, City Planner (615) 550-6977
3. Contact the Franklin Engineering Department: Telephone: (615) 791-3218  
Dan Allen, Interim Assistant Director of Engineering (615) 550-6675  
Tom Ingram, Engineering Supervisor (615) 550-6666  
Carl Baughman, Traffic Engineer (615) 550-6663  
Crystal Bishop, Stormwater Coordinator (615) 550-6670
4. **FINAL PLATS WHICH DO NOT INCLUDE ALL CHECKLIST ITEMS SPECIFIED, AS REQUIRED DURING THE PREAPPLICATION CONFERENCE, SHALL NOT BE ACCEPTED FOR REVIEW.**

**PLATS WHICH ARE NOT SEALED, SIGNED AND DATED AS REQUIRED BY STATE LAW AND BY CITY ORDINANCE SHALL NOT BE ACCEPTED FOR REVIEW.**

Project Name: \_\_\_\_\_

COF # \_\_\_\_\_ Staff: \_\_\_\_\_ Date: \_\_\_\_\_ FMPC Date: \_\_\_\_\_

Address all items not marked with an 'X'. See the Checkprint for additional comments. Return this checklist with the checkprint.

The following checklist depicts the submittal requirements for the Final Plat process:

FINAL PLAT CHECKLIST		
*Submittals should include ten (10) paper copies of the listed items and one (1) electronic copy.		
**All plats are required to be sealed, signed and dated by professionals licensed in the state of Tennessee and in accordance with state law and City of Franklin requirements.		
<b>Preliminary Information</b>		
1	Pre-application Conference Form	
2	FMPC / Administrative Project Application	
3	Signed & notarized Owner Affidavit (or the Ownership Certificate shall be signed on the plat submitted for review)	
4	Proposed or existing subdivision name	
5	Revision number	
6	Name, address, telephone, and e-mail address of land owner. The names and addresses of all individual parties, officers, directors and/or beneficial owners and subdividers holding more than a five-percent interest in the project shall be listed where the land owner or subdivider is a partnership, corporation or other business venture	
7	Names, addresses, telephone numbers, fax numbers, email addresses, and seals of all professionals participating in the development application process	
8	City of Franklin Project number (to be assigned once initial submittal is made)	
9	Fee (nonrefundable) NO FINAL PLAT WILL BE REVIEWED UNTIL THE FEE IS PAID	
10	All information determined to be necessary by the Department of Planning and Sustainability	
<b>Vicinity Map</b>		
11	Date	
12	North Arrow	
13	Corporate limits (if within 1/2 mile of site)	
14	Site location	
15	Tax map, group, and parcel number(s) of site	
16	Existing streets and street names adjacent to site	
<b>Final Plat</b>		
17	Name of development and all individual neighborhoods within subdivision (if applicable)	
18	Revision number and all other resubdivision indicators	
19	North Arrow	
20	Closure error	
21	City, County, Civil District, and Date	
22	Total acres in the subdivision to the nearest hundredth, and the existing map, group and parcel numbers from which the subdivision, resubdivision, or revision will be created	
23	Existing base and overlay zoning district classifications	
24	Character area overlay with special area classification and applicable development standard	
25	Setbacks; however, building envelopes shall NOT be shown	
26	Survey, sealed by a professional land surveyor, that includes all boundaries, angles, bearings, and calls	
27	Boundary lines of properties adjoining, but not a part of the subdivision, shown with dashed lines	
28	Adjoining property owners and/or subdivisions	
29	Lengths of the boundaries of the subdivision, measured to the nearest foot and decimals, with calls	
30	The lengths of all lines dimensioned in feet and decimals to the nearest hundredth of a foot	

31	Square feet and acreage of each lot (square feet to the nearest foot and acreage to the nearest hundredth of an acre)	
32	Total number of lots and lot numbers	
33	The values of all true bearings and angles dimensioned in degrees and minutes	
34	Street and alley rights-of-way widths, classification, and names within the proposed project	
35	Connections to existing and proposed streets (including street classification) located outside the development	
36	Sidewalk locations	
37	At all temporary turnarounds, a sign shall be placed stating, "Street to be extended by authority of the City of Franklin."	
38	Acres and linear footage totals of new streets	
39	Linear feet of new streets	
40	Existing buildings	
41	Proposed street light location, metering points and note indicating "All street light locations and quantities are approximate. Final positioning and quantity shall be at the direction of MTEMC."	
42	Location and description of all existing man-made structures and site features (including utilities) both above and below ground	
43	All easements (including drainage) with dimensions and designation as to type	
44	Mineral rights (if held by parties other than the owner of record)	
45	Existing and proposed utility features, including: water lines, fire hydrants, sanitary sewer, lift/pump stations, storm sewers, culverts, outfalls, ground-based utility vaults larger than 10 square feet, or water towers	
46	Underground Utility Note: "Within new developments and for off-site lines constructed as a result of, or to provide service to, the new development, all utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground."	
47	Watercourses, conveyances, and springs (perennial only)	
48	Water bodies, including canals	
49	Floodway Overlay Zoning District Boundary (including depiction of 100-year Floodplain)	
50	Floodway Fringe Overlay Zoning District Boundary (FFO)	
51	Common open space lots and tree protection zones	
52	Aerial photo, as a separate exhibit, depicting site boundary and areas of tree cover and location of tree protection zones	
53	Lots shall conform to all the requirements of the Franklin <i>Zoning Ordinance</i>	
54	Concrete monuments	
55	Iron pins, which shall be placed at all lot corners.	
56	Certifications, including: Certificate of Subdivision and Street Name Approval, Certificate of Ownership, Certificate of Survey, Certificate of Approval for Water and Sewer, Certificate of Approval for Streets and Drainage, Certificate of Approval for Recording	
57	A copy of the final plat, in digital format, must be submitted, with the following information: a. Use of Tennessee State plane coordinate system, Zone 5301, Fipszone 4100. b. NAD 83 datum. c. Use of feet as the unit of measure. d. Furnished in DXF or AutoCAD r14 format. FP Checklist 8 Revised 3/12/07 City of Franklin, Tennessee (most recent changes in red) e. Delivered on CD-rom, 3.5 floppy, or superdisk. The disk must be labeled per Item 6 of this checklist. f. Other information as requested by the engineering department.	
58	Resubmittal: With resubmittal/second submittal to the City for DRT/FMPC review, 10 paper copies of the plat shall be submitted to the Planning Department (109 3 <sup>rd</sup> Ave South, Suite 133, Franklin TN, 37064) and an electronic copy of the plat shall be uploaded to the City of Franklin Online Electronic Plan Review site: <a href="http://franklin.contractorsplanroom.com/secure/">HTTP://FRANKLIN.CONTRACTORSPLANROOM.COM/SECURE/</a> <b>Failure to submit the paper copies &amp; to upload the PDF copy of the plat by 5pm on the Resubmittal Date of the Franklin Municipal Planning Commission / Administrative Meetings and Deadline Schedule shall result in this item not being placed on the Administrative or FMPC Agenda.</b>	